

73-4471

7 August 1973

MEMORANDUM FOR : OLC, OGC, OIG, ONE, ICS

SUBJECT : Security and Safety Procedures

1. The Security and Safety functions for the DCI Area will continue to be performed by the DCI Administrative Office with the DCI Administrative Officer acting as responsible Security and Safety Officer.

2. In order to facilitate my efforts to assure you prompt action for all Security/Safety matters, it is requested that such matters be coordinated with me or a member of my office.

3. As a reminder, each office should have a check system which includes a second check and a duty roster for each area.



Administrative Officer, O/DCI

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